



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/02-021LGW

OPENING DATE : 08/12/02

CLOSING DATE : 09/30/02

POSITION : Management and Program Analyst

SERIES AND GRADE : GS-0343-13 (FPL: 13)

NUMBER OF VACANCIES : One

SALARY RANGE : \$66, 229 to \$86,095 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Management

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : Present and former Federal employees with competitive status within the Washington DC commuting area.

SUMMARY OF DUTIES: This position is located in the Financial Crimes Enforcement Network (FinCEN), Office of Management (OOM), Financial Management. Employee serves as a Management and Program Analyst. The work involves analyzing and evaluating program effectiveness and efficiency, researching new or improved management practices, reviewing organizational structures and staff resource allocations, reviewing and/or developing administrative control systems to track and control operational and administrative processes, conducting or coordinating surveys and focus groups, and reviewing administrative audit and investigative reports. Employee utilizes statistical analytical methods and management theory to evaluate alternatives. Represents the office in internal meetings and working groups and in external dealings. Prepares documents and conducts presentations on results of research and analyses to senior management.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Experience in conducting functional studies to determine program effectiveness and efficiency and review administrative control systems, using descriptive and statistical analytical methods, and applying accepted organizational structuring concepts. (Applicants must describe the nature of their experience, the organization setting, and their role/responsibility in the conduct of relevant studies.)

2. Ability to organize, coordinate and prioritize a variety of activities and projects. (Applicants must describe assignments in which they were responsible for organizing, coordinating, and prioritizing activities and the techniques utilized.)
3. Ability to write detailed and comprehensive analytical documents, research papers, and position papers that are used in management decisions. (Applicants must describe their experience and role in developing format reports containing project analyses and recommendations and the audience for whom the reports were intended.)
4. Ability to orally communicate significant study findings to management officials, explaining results and defending conclusions. (Applicants must indicate the nature of their experience in presenting study findings orally, including the nature and level of the audience and the nature, complexity, and sensitivity of the studies.)

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

Drug Screening: The position has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees should address the evaluation criteria on plain bond paper, and submit a copy of their most recent performance appraisal.

All other applicants **MUST** submit a copy of the OF-612 "Optional Application for Federal Employment" or resume, **AND** provide a copy of their most recent SF-50 "Notification of Personnel Action" or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants

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should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/02-021LGW
P.O. Box 39
Vienna, VA 22183-0039**

For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.

For additional information, please call Eileen Brown (703) 905-3710. TDD (703) 905-3839.

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.